

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the chief officer of the fire department. The employee of this class provides for the operation of all fire department services, including managing all personnel, facilities, and equipment assigned to the department. The Fire Chief sets management policies for the department, plans and organizes department operations, manages the finances of the department, and provides for records-keeping. The Chief also oversees training, public relations, fire prevention and investigation, and public fire education, in addition to taking command of activities at fire and emergency scenes. The employee of this class performs assigned duties with a high degree of independence and is accountable to the parish police jury which reviews and oversees the operation of the department.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Sets management policies, goals, and objectives for the department. Conducts research and oversees the planning process for programs and activities of the department. Conducts inspections of the various divisions of the department and observes operations. Makes changes in department operations that will help the city improve ISO ratings. Reviews existing or proposed legislation, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Reviews correspondence addressed to the fire department and decides what type of action should be taken in reply. Investigates all accidents involving department equipment or personnel, determines the cause, and makes changes in procedure to avoid future accidents.

Plans and organizes all personnel management operations for the department. Develops a personnel recruitment and selection program to insure qualified employees. Interviews prospective employees and makes recommendations on hiring. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Oversees scheduling of employees. Evaluates work performance of subordinates and writes employee evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting

corrective interviews, by recommending disciplinary action to the appointing authority, and by notifying employees of disciplinary action taken against them.

Manages the accounting for the money and assets of the fire department. Prepares payroll records. Gathers information for, prepares, and submits an operating budget for the department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which might be required. Writes reports required to document the activities of the department. Writes newspaper articles or any other type of official department position paper for publication.

Serves as official representative of the department at meetings of business or civic groups and gives reports, offers advice, makes recommendations on public safety issues, or keeps informed on local trends that may affect the fire service. Serves as the department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates special projects designed to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as a consultant for volunteer fire departments in surrounding areas.

Supervises subordinate employees at the scene of a fire or emergency and directs emergency scene operations including size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, overseeing safety procedures, and providing for emergency medical attention. Maintains fire ground communications.

Supervises subordinate employees and other emergency response personnel at hazardous material incidents and directs hazardous material incident scene operations including material identification, material stabilization, hazard abatement, and overseeing safety procedures for civilian and fire personnel.

Oversees the training program of the department and sees that the program is properly staffed and supplied with training resources. Evaluates training needs and provides for outside training to meet these needs when required.

Oversees the enforcement of fire prevention codes and provides for the collection of information for pre-fire planning. Provides for the investigation into the causes, origins, and circumstances of fires occurring in the jurisdiction; provides for the security of the fire scene and assists arson investigation personnel. Testifies in court when required.

Provides for the general care and maintenance of all fire department apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance and inspects equipment, property, and operating systems following repairs to see that these were properly accomplished. Writes specifications for new department equipment and prepares these for public bids.

Meets with sales representatives to review products. Maintains an inventory of supplies and equipment for the department. Orders and disburses supplies. Purchases equipment and supplies in accordance with budgetary guidelines.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment or appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess and maintain a valid Louisiana Driver's license.

MUST MEET AT LEAST ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations

and management.

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least twelve (12) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OFD	03-15-66
Rev	12-15-83
	09-27-90
	12-13-01